

Request for Use of Privately Owned Vehicle

I _____ request authorization to use my privately owned vehicle (POV) for travel associated with the performance of official duties for the following period:

Dates of Travel:	From:	To:
<input type="checkbox"/>	POV is requested at 12.5 cents per mile	
<input type="checkbox"/>	POV is requested at 55 cents per mile (Justification required)	

Justification Statement:

I understand that I am responsible for:

1. Insuring that necessary requests for travel approval and authorization are submitted.
2. Recording and documenting travel schedules, activities, and expenses.
3. Submitting travel voucher claims.
4. Insuring that travel time and costs are mission related and limited to that which are necessary to complete specific assignments.

_____ Employee's Signature	_____ Date
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Supervisor Section:

<input type="checkbox"/>	POV is authorized at 12.5 cents per mile
<input type="checkbox"/>	POV is determined to be most advantageous to the government and authorized at 55 cents per mile.
_____ Supervisor's Signature	_____ Date

***Original-is to be submitted with your travel voucher**